



OFFICE OF SUPPLIER DIVERSITY  
**CITY OF NEW ORLEANS**  
DBE Compliance Form-2  
**DOCUMENTATION OF GOOD FAITH EFFORTS**

Contact Office of Supplier Diversity for  
questions on completing this form.  
Via email: [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov)  
OR  
1340 Poydras Street, 18<sup>th</sup> Floor  
New Orleans, LA 70112

Prior to award of a city contract, Good Faith Efforts (GFE) are required to be made and demonstrated on all applicable City of New Orleans contracts. If you have not attained the amount of DBE participation to meet the contract goal you are required to complete and submit DBE Compliance Form-2 along with all required supporting GFE documentation. Please reference the GFE Policy for further guidance. The GFE Policy is available via [www.nola.gov](http://www.nola.gov) or by request at [supplierdiversity@nola.gov](mailto:supplierdiversity@nola.gov).

**BIDDERS:** *This completed form along with all required supporting documentation must be furnished to the Bureau of Purchasing by the two (2) apparent lowest bidders within three (3) days of the bid opening. Should the bidder fail to comply with this request, the bid shall be considered non-responsive.*

**RESPONDENTS:** *This completed form must be furnished to the Bureau of Purchasing with your proposal.*

RFP/RFQ/Bid/Solicitation/Other #: \_\_\_\_\_ Bid/Proposal Amount \$ \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Description: \_\_\_\_\_

Name of Bidder/Respondent: \_\_\_\_\_ has satisfied the requirements of the bid/proposal specifications for the above referenced BID/RFP/RFQ or solicitation by the City of New Orleans in the following manner: *(Please check the appropriate space)*

- ☐ The Bidder/Respondent is unable to meet the DBE contract goal and has completed and submitted DBE Compliance Form-2 along with all required supporting GFE documentation.
- ☐ The Bidder/Respondent is unable to meet the DBE contract goal, however is committed to a minimum of \_\_\_\_\_% DBE utilization on this contract and has completed and submitted DBE Compliance Form-2 along with all required supporting GFE documentation.

I HEREBY CERTIFY THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND CORRECT.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_, TITLE: \_\_\_\_\_

**Instructions:** Please complete sections A through D and include all specific supporting documentation as outlined below. All sections of this form must be completed or your response will be deemed non-responsive. If you feel that any section of this form is not applicable, do not respond/write not applicable or NA. You must provide a written statement as to why section is not applicable to your response. Attach additional pages if necessary.

- ☐ SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR: Complete section A.
- ☐ NOTIFYING CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES: Please attach a copy of the announcement and written notices distributed to DBE(s). Example: Newspaper, email, mail correspondence, and community outreach notices, etc.
- ☐ INITIAL SOLICITATION & FOLLOW-UP OF INITIAL SOLICITATION: Bidders/Respondents may only solicit from the State and Local Disadvantaged Business Enterprise (SLDBE) or Louisiana Unified Certification Program (LAUCP) directories located on the City's website.



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- A. **SPECIFIC PORTIONS OF WORK IDENTIFIED FOR DBE SUBCONTRACTOR:** You must list all selected scopes or portions of work to be performed by DBE(s) in order to increase the likelihood of meeting the contract goal for this project and the estimated value of each scope or portions of work identified. Use additional pages if warranted.

Scope or Portions of Work Identified for DBE Participation		Estimated Value	% of Contract Value
1.		\$	
2.		\$	
3.		\$	
4.		\$	
5.		\$	
6.		\$	
7.		\$	
8.		\$	
9.		\$	
10.		\$	
11.		\$	
12.		\$	
<b>TOTAL</b>		\$	

- B. **NOTIFYING CERTIFIED DBEs OF CONTRACTING OPPORTUNITIES:** Please complete all fields below, list all sources of advertisement and outreach to DBE subs.

- I. Did you attend all pre-bid and/or outreach meetings scheduled by the City to inform DBEs of subcontracting opportunities?

YES	NO	Date of Meeting

- II. Did you contact the City of New Orleans Office of Supplier Diversity to request submission of your subcontracting opportunities on the DBE Opportunities page?

YES	NO	Date of Submission



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- III. **ADVERTISING SUBCONTRACTING OPPORTUNITIES:** You must identify publications in which announcements or notifications were placed and published. Include a copy of each announcement or notification.

Source of Advertising/Outreach	What subcontracting areas of work were advertised?	Date of Ad	Due Date & Time for Sub Bids		OSD VERIFICATION
			Date	Time	
1.					
2.					
3.					
4.					

- C. **INITIAL SOLICITATION & FOLLOW-UP:** You must complete all fields below, list all certified DBE firms that received telephone or e-mail notification of work items to be subcontracted. If no response was received to the initial solicitation, you must indicate when firms received subsequent telephone or email solicitations (list delivery date, or read receipt date, and certified firm's response). You must include copies of the physical and/or electronic notice(s) sent to certified firms. Use additional pages as warranted.

DBE FIRM & CONTACT	PHONE	Scope of Work Solicited	Date of Written Notification	Result of Initial Communication	Date of Follow-up and Method of Contact (Phone, Fax, Email)		Result of Follow-up Communication
<i>Ex. ABC Company /Jane Smith</i>	<i>(504) 123-4567</i>	<i>Legal services</i>	<i>01/01/14</i>	<i>Will submit a quote</i>	<i>01/10/14</i>	<i>email</i>	<i>Quote received</i>
1.							
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Ex. ABC Company /Jane Smith	(504) 123-4567	Legal services	01/01/14	Will submit a quote	01/10/14 email	Quote received
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**IV. OTHER:** Please provide narrative details of any other efforts your firm conducted to attain the DBE goal. Use additional pages as warranted.